

Rec 2-1

Lawrence Houston, General Counsel

2 April 1952

Chief, Administrative Service

Authority to Dispose of Records

1. The Records Disposal Act, dated 1943, as amended in 1945, prescribes that no records of the United States Government shall be alienated or destroyed except in accordance with the provisions of the Act. Authority to dispose of records under this Act may be obtained by the submission of Standard Form 115, Request for Authority to Dispose of Records to the National Archives and Records Service for appraisal of the records or records series listed. Appraisal by the National Archives is to determine the value of the records for research or historical purposes. After this review, the disposal schedule is submitted to the Joint Committee on the Disposition of Executive Papers of the Congress. A favorable report by this committee constitutes disposal authorization.

2. Prior to the submission of Standard Form 115 to the National Archives it is mandatory that such schedules be reviewed to determine their fiscal, legal and administrative value to the Agency.

a. Records of fiscal value are those pertaining to the financial transactions of the Agency, such as budgets, ledgers, allotments, payrolls and vouchers created as tools to administer the financial obligations of the Agency and are of primary concern to the Finance Office.

b. Records possessing legal value are those showing: the basis for actions such as legal decisions and opinions; financial and legal agreements, such as leases, titles and contracts; and action taken in particular cases, such as claims papers and legal dockets. These records are of primary concern to the General Counsel Office.

c. On occasion records disposal schedules will list records possessing both financial and legal value and will be of concern to both the General Counsel and the Finance Office.

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3. Certification that records described on Standard Form 115 do not have or will not have sufficient legal or fiscal value after the expiration of the retention period indicated to warrant further retention, may be the concern of either or both the Finance Office and the General Counsel. It is requested, therefore, that your office designate a member of your staff to work jointly or separately with representatives of the Records Management and Distribution Branch and the Finance Office to resolve the questions raised in this memorandum.

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MRR:cmq

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